

## **Concord Zoning Board of Appeals Additional Dwelling Application Checklist**

**Special Permit, under Sections 4.2.2.1 & 11.6, for an additional dwelling when property  
pre-dates single family zoning**

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

The following information **must** be submitted along with a completed Zoning Board of Appeals application form:

- ☐ **Recommendation from:** (if applicable)
  - ☐ Natural Resources Commission
  - ☐ Historic Districts Commission
  - ☐ White Pond Advisory Committee
  
- ☐ **Check made payable to the Town of Concord for \$200.00**
  
- ☐ **Written description of additional dwelling proposal:**
  - a description of any exterior alterations that are planned as part of the proposal
  - a volume analysis of the existing building as well as the volume of the proposed addition (if applicable)
  - If the structure is currently not habitable, include a letter by a registered structural engineer or architect certifying that the existing structure is in suitable condition to be converted into habitable space.
  - other relevant information that the Board may need in reviewing your application
  
- ☐ **A certified plot plan** by a registered land surveyor, showing the existing and proposed setbacks of the structures on the lot, indicating the closest point of the structure to each lot line
  
- ☐ **Proof of when house or structure was built** by providing copy of the Assessor's Data Sheet of the property available in the Assessor's office or any other evidence
  
- ☐ **Existing and proposed floor plans**, drawn to scale and floor plans of any proposed addition and/or additional dwelling
  
- ☐ **Existing and proposed elevation plans** of the house and the additional dwelling
  
- ☐ **Parking layout plan** showing the location, with dimensions, of **four (4)** on-site parking spaces (minimum of **9 foot by 22 foot each**) (The parking spaces must be drawn to scale.)
  
- ☐ **Board of Health approval** for septic system, if not on town sewer
  
- ☐ **Photographs** of the existing house and property